

## Accounts Receivable F2F 7-9, 2007 Process and Procedures

### **Billing Process**

- Establish Sales Order --- look to see if there are Contract Administration and Audit Services (CAAS) from the Estimated Price Report (EPR)
- Create Journal Voucher (JV) to record CAAS or send it through the Cost Pool; if CAAS is on EPR, then do a journal voucher (JV); The JV creates the cost
  - (1<sup>st</sup> bill will have all CAAS)

### **STEP 1**

- Run the Preliminary Billing Register (**ZFI\_AR\_Billing**) by WBS (can be customer, sales order, BA) (This is as of the *run date*, no period-end or as of date run).
  - (run the week before bill is completed)
  - (Broken down by Sales Order—WBS—Procurement line items)
  - NMO keeps it's own register in a spreadsheet and updates with authority, bills, remaining advance; they have their bill register by task order
  - Analyze every bill for cost accuracy; check to see if there is enough advance (cost over authority is from pool; this should be manual assessments; no funds control for pool)
  - Pull customer file to ensure that it does not exceed authority
  - Again, check to see if there is an advance
  - Reject/postpone cost if it exceeds authority or advance
    - **DP91**-(use this transaction code to make adjustments to cost to be billed)
  - GSFC – keeps a spreadsheet created to keep track of those rejected
  - If the amount is too small, postpone the bill; Agency standard for amount
  - Coordinate corrections with RA—can be seen by ID in the system
    - Know this has been corrected when there is a credit
  - Postpone possible creation of bills that will require cancellation and backing out
  - Bill hits two funds when you liquidate, you may get incorrect budgetary ledger postings, you would then postpone and create two separate bills
  - Solely Travel hold until all cost is recorded (**DP91**) done throughout the month; may need additional research to ensure cost is correct/complete
  - Coordinate with NSSC travel department
    - Look at Travel Manager
    - Itinerary sheets from the travel office
    - Included in the approval process for authorizations and vouchers
  - Look at Business Warehouse reports
  - CBA may have a different cost than the amount posted on claimed voucher
  - (invitational travel for other centers)

- Negative/Credit cost cannot be billed; must wait until post cost is posted (on report)
  - [Joan needs optimal process for handling this](#)
  - (It creates abnormal balances in the GL when there is an advance; corrections require working backwards with posting)
  - Soley Travel advance set up for estimate, sales order is increased when voucher is posted, will still exceed advance
- Cost billing limit
  - Split between down payment by fund (9998 penny differences rounding).
    - [Joan needs to provide optimal procedures](#)
  - Look to see if there is interest and discounts posted (need a JV to move to direct side)-Agency policy decision
  - [\(Joan is exploring creating a report to support this analysis\)](#)
- Don't bill for small amounts unless it is the last bill
- Advances are required for all non-federal customers unless it is waived.

## STEP 2

- Run **DP96** to create billing request for all bills (batch run)
  - Check for those special customers who will not IPAC systematically (Get list of special customers from Centers)
  - **DP91** is for individual bills (Ames currently use exclusively)
- Run Billing due list (*run in test first*) to validate that there are no red lines that forces you to correct problems; example two sales orders with the same number (must investigate and fix), run and sort in order so bill request numbers are at the top
  - Shows all documents to be billed
  - Shows all sales orders
  - Continue to run until all "reds" items are fixed
- Run Billing due list final
  - Bill request created
    - Validate that **direct** and **cancelled cost** are not reported
- **VF04**
  - Generate and prints the bills and create the SGL accounting posting (validate manually that all bills have been created)—sort by doc number 8000 and highlight, hit post and creates your bill
    - FI document; SD document; and GL posting
    - 1114 advances (non-fed)
    - 1080s no advances
    - 1081 Center to Center
  - Sort Bills; manually (validate analysis in step one above)
    - With advances all bills are filed non are mailed to customer; need to liquidate --- **FBL5N** when not enough advance by line item
    - (Request a report for those that are short on advance)

- Use automatic liquidation program; (we have a separate presentation for this)
  - run after the bills are created
  - create good bills and cancel others that do not have enough advance; or advance is on wrong line item-realignment
  - SD # used to cancel a bill
- **VFO2** transaction used for cancelling or rejecting cost
- **F-39** liquidate bills with advances (one at a time)
  - Cleared automatically the following day if the appropriate FI document number that is on the bill will posted and clear the two together
  - File bill in folder
- IPAC bills – (use automated IPAC function-separate set of instructions for this-)
- NOAA
- All others
  - Step one creates the file for treasury (test) t-code is **Z\_FMFG\_IPAC**
  - Scan to ensure we want to bill
  - (can block file to treasury if we do not want to bill) save it so that it will not be IPAC'd --- special customer requirements so do these manually- **DP91**
    - Must run the file again
  - Confirmation process (run in test mode first)
- Bill Only
  - Bill with back-up documentation
  - Mail to customer
  - Receive check or IPAC
  - F\_28 -- Post check to bill or post IPAC or Pay.gov
  - File a copy in the folder

### **Automated IPAC Process**

#### **Step 1**

- **Z\_FMFG\_IPAC**
- Variant by Center (run with test first)
  - Create listing of bills to IPAC
  - Eliminate bill out of automated IPAC file (run in test mode to validate they are gone)
  - Run in test mode first
- Run variant by Center (run in non-test mode)
  - Creates & sends file to treasury
  - Listing w/reference #'s
  - Posts GL entry to AR in transit
    - 1310.5000
    - 1310.0000
    - 2000.0000
    - 8000.0000

- Clears bills in SAP
- Download
  - Bulk file status
  - Listing of errors
- Step 2 Outside of SAP
  - Log into Goals
    - Bulk file
    - Treasury ID
    - STATS
  - Total number of records
  - Number accepted
  - Number rejected
  - \$ amount accepted
- Log into SAP using the following transaction **FMFG\_IPAC\_CNFRM** (clears all IPACs) (key in the above stats into SAP)
- (This is done because there is no interface between GOAL and SAP)
  - Creates GL entry to reverse AR in-transit
    - 1010.5100
    - 1310.5000
  - Reverse all rejects—keep in mind that if you had to reject or do reversals, you would have to reject or reverse both the document reference number (2000's) and the subsequent number (13,000's)

### **Manual IPAC**

- Log into Goals Post IPAC
  - Enter all required information from bill
  - Post update and it will accept or reject in minutes
    - This list is downloaded instantly
- Log into SAP to Post IPAC use **F-28**
  - Bill only – send to customers they will send a check or an IPAC  
Note: all transactions in SAP and GOAL are reconciled on the 224
  - **FBO2** used to post the IPAC Treasury number in each IPAC in SAP; Note: this is used with the reconciliation tool at GODDARD only.

### **Liquidation of Advances (SOP is available from GSFC)**

#### **Advance bills**

- SAP t-code **F-39** to liquidate those advances that are known;
  - Deductions should be made by line item
  - Automatically populate the available amount
  - Liquidation Document number is generated and should be written on actual bill

- Should not cross funds by line item - causes SGL issues
  - After posting clears overnight
- if there is not enough advance to liquidate the bill;
  - Cancel bill and investigate
  - For realignment (See EPSS)
- Post an FBL5N transaction (see the available advance by line number)
  - **F-30** 2310.000
  - 1010.5215
- if advance is short we get approval from customer to move the funding from a different year or from one sales order to another
- (if it is just an operator error no approval is required)
  - **F-29** 1010.5215
  - 2310.0000
- Re-bill invoice
- Liquidate bill

*Note: BE SURE TO CHECK GL POSTING AFTER EACH ENTRY*

### **SEWP (Scientific Engineering Workstation Project) --- Working Capital Fund**

Federal Government-wide Contract with different IT companies; about 26 vendors

Profit-making organization - our fee for other customers buying at these IT companies in the group. Only at GSFC; fee goes to GSFC for the administration of the Federal Government Project

- Set up Customer Master
- Set up Sales Order Type (per vendor) (set up with the first check from the customer)
  - VA01** Transaction
    - Reim for reimbursable
    - Sales order type -ZWCF for working capital fund
    - Billing plan (stays blocked)
- Blanket DP line
- Blanket billing line
- **VA01** DP Request
- **F-29** Clears request and set up Down Payment
  - 1010.5215
  - 2310.0000
  - Check goes to the bank
- **VA02** creates a new billing line and automatically liquidates the bill in SAP
  - Check postings, run **GR55**
  - Process repeated with each new check from the vendor
    - (about 20 checks a month)

RECONCILIATIONS added these steps

**Dunning Process** (Cycle Memo, FMR requirement)

Add list of types of collections, could use it on reimbursable

Non-Reimbursable Only --- Identify on the customer master

Can be run multiple times during the month if necessary

Keep Track of those possible candidates with the billing process on a spreadsheet (

**Large volume at GSFC about 100 (Get data from Centers)**

**Must be intimately familiar with policy**

In SAP process T-Code **F150**

Customer # Generated

1340.0000/1630.0000

- Current interest rate is 4% penalty is 6%
- Admin Fee is Center specific
- Billing cycle 45, 75, 105

- **FB70** (see EPSS for actual steps) Link:

<https://epssprod01.ifmp.nasa.gov/nav/index.htm>

- Generating Interest/Penalty BOC  
Invoice/BOC
  - SGL --- Y=Penalty
  - Z=Interest

Customer #

Original Bill Date (required on the letter)

- SGL accounts
  - 1310.0000 C =
  - 5310.0000 O = 5320.0000
  - 5990.0000 C = 5320.0000
  - 2980.0000 D = 5320.0000

**Write Off Process** – after 24 months

(Contact Center Legal Office)

Keep track with spreadsheet

Create and mail Memo

Report as income at this point - 1099

(See EPSS) <https://epssprod01.ifmp.nasa.gov/nav/index.htm>

- 1349.0000
- 1369.0000

**F-30 reversing allowance for doubtful accounts Doc type WO**

- SGL Accounts:
  - 1319.0000 Allowance
  - 1310.0000
  - 1340.0000
  - 1360.0000

Recreate the bill – FB70

1<sup>st</sup> reverse original principal

Collection amount

Amount that was not collected

(ie) \$ 100 – Original bill

Bill 1 = \$75 collected

Bill 2 = \$75 uncollected

**Doc type DA- T-code FB50**

- SGL Accounts
  - 6720.0000
  - 1319.0000

**Training**

**Treasury provides the following training – add to schedule (three classes)**

1. Federal Debt Collection (System Access required)
2. Monies Treasury collected on Center's behalf and sending back.
3. Spreadsheet is used but not required because all information is in the system.

To start - Center receives IPAC to start the process

This is done before write-off described above.

(See EPSS) <https://epssprod01.ifmp.nasa.gov/nav/index.htm>

**F-30**

1010.5100

5991.0000

5990.0000

1310.0000 customer number

Depending on the collection type to post principal do the following to ensure that the collection is posted to the correct debt:

- Travel --- follow travel T-code
- Payroll --- follow payroll T-code  
(Go back to actual folder to match)

Fed Det IPAC: Doc numbers from IPAC

- DD -84-HQ
- DMS – 91-GSFC

Customer Name: John Doe

Principal \$100.00

Interest \$4.00

Penalty \$12.00

Admin \$25.00

Overage \$0.00 Post to miscellaneous receipts **F-04**

### **Parking Lot**

- Reimbursable agreements that cross centers
- Policy on cost billing limits
- Policy on interest and discount payments
- What happens if an analyst did not follow all the steps to creating bill; wrong accounting doc date (Victor)
- Ask Treasury if there can be an interface coming in for IPACs from GOALS; flat file would be nice.
- Policy on whether we will send a bill that we have liquidations on.
- What percentages of bills are IPAC, Mail only, Advance Pmt
- Due Process description on the bill and demand letter (see interim policy) for state and federal collections, (call Steve Jacob@Treasury) Treasury website and technical bulletin (would require a separate letter and more work for the NSSC)
- Policy is needed for the Admin Fee for dunning letters; team must standardize this amount when transitioned to the NSSC (done at the 180 mark) (implemented after all Centers transition)
- Letter requires a change for “remitt to” and the “admin fee” (done after all Centers transition change in the system is all or nothing)
- Add POC to the letter
- **Roles and responsibility** --- NSSC signs 24 month write off entry. NSSC provide Centers with notice of potential write-offs with back documentation